

California Energy Commission



CLASSIFICATION: Energy Commission Specialist III (Efficiency)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$6,006 – \$7,471

LOCATION: Efficiency Division
Standards Implementation Office, Sacramento, CA

FINAL FILING DATE: Until Filled

The California Energy Commission's Standards Implementation Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES: The Energy Commission Specialist III (EFF) provides expert consultation on a broad range of energy efficiency policy and program development areas, and provides briefings and testimony as needed to legislative bodies, outside state and federal agencies, Commission committees and Lead Commissioners, and staff of the Natural Resources Agency and Governor's Office. The incumbent is engaged in technical policy and program development that has extremely high legislative, media attention, and multi-state impact. More specifically:

- Serve as the Energy Commission's policy and primary liaison for compliance and enforcement programs, policy coordination with other enforcement agencies, Governor's Office and members of the Legislature. Plan, organize, and direct the HERS oversight process, including pre-rulemaking and rulemaking processes consistent with the requirements of the Administrative Procedure Act. Lead and direct technical and program staff in analyzing complex, sensitive issues associated with Building Standards implementation. Summarize compliance and enforcement issues, and present recommended actions to address them to division management, Executive Office and Commissioners. Act as a policy and program consultant to engage and work with stakeholders, including industry advocacy groups, and government agencies (federal, state, regional and local levels), to ensure their effective participation in the development of complete and thorough standards and policies.
- Serves as the Energy Commission's top policy and program lead for the compliance and enforcement of the Home Energy Ratings System Regulations in collaboration with key industry stakeholder groups.

- As the policy consultant and in consultation with expert staff, division management, the executive office, Commissioners and legislative advisors, coordinate and develop policy and legislative recommendations through the annual Integrated Energy Policy Report (IEPR) process. Direct technical and program staff in the development of policy and legislative recommendations related to energy efficiency, Building Standards, HERS program, compliance and enforcement, and outreach and education. Manage and direct the development of work products resulting from recommendations adopted under annual IEPR reports as directed by division management.
- As policy consultant for the Standards Implementation Office, prepare and testify at Energy Commission workshops and hearings or on behalf of the Energy Commission before legislative bodies, governmental entities, and agencies on compliance and enforcement issues.
- As policy consultant for the Standards Implementation Office, advise the Governor's Office, Commissioners, executive management staff, legislative bodies, governmental entities, and Building Industry organizations regarding compliance and enforcement policies, programs and technical issues.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of the HERS Regulations and Technical Manual.
- Knowledge of the Building Energy Efficiency Standards for Residential and Nonresidential Buildings.
- Ability to communicate ideas effectively.
- Excellent interpersonal and team leadership skills.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.
- Ability to effectively write and edit technical program information.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #420-538 and Position #4200-4937-001 the explanation section of the STD. 678.**

PLEASE NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Jill Ford – RPA# 420-538
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521
personnelservices@energy.ca.gov

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922